

013

Command/Installation Workers' Compensation
Action Plans

This list is not intended to be all-inclusive. Additional items, tailored to local circumstances, will be needed at most installations and activities. Plans should be reviewed annually to ensure accuracy, relevancy, and to include new ideas and methods for controlling and reducing the costs of workers' compensation.

a. Local action plans should include the following information:

(1) The Commander's Accident Prevention/Risk Management Policy.

(2) A statement that employees affected by work-related injuries are entitled to quality medical care and full compensation benefits.

(3) A statement that contact with the injured worker must be maintained on a regular basis and that the immediate supervisor of the injured worker should be fully and continuously involved in employee contacts and return-to-work plans.

b. Local action plans should be designed to ensure that the following actions are required:

(1) Injured workers are to be seen by the clinic first.

(2) A Return-To-Work Program for each injured worker is developed within 30 days after the injury. Alternate work, light duty assignments, or graduated return-to-work should be arranged for those employees whose injuries do not permit return to full duty.

(3) Medical documentation is received to support the claim. If medical documentation is not available, the decision whether or not to controvert the claim must be made as soon as possible.

(4) Supervisors are trained annually in safety, occupational health, methods for maintaining contact with injured workers, and control of continuation of pay in the controversion of claims.

(5) Provide orientation for new supervisors and physicians on the Federal Employees' Compensation Act Program and their role within 2 weeks after their arrival at their new position.

(6) Quarterly training is conducted for all persons who work with workers' compensation to ensure they understand the program and that emphasis is placed on preventive measures. At a minimum, the safety, medical, legal, resource management, manpower, investigative, and civilian personnel offices should be included in these training sessions.

c. In addition, local action plans should include a program to identify the top injuries that comprise 50 percent of the claims and develop a plan to reduce the frequency and severity of these top injuries.

d. Inter-service support agreements/memorandums of understanding should include the level of workers' compensation services to be provided to tenants.